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MEMORANDUM OF TERMS UNDER WHICH EXHIBITS WILL BE SENT
TO CIRCUIT FAIRS BY THE OFFICE OF EXHIBITS,
U. S. DEPARTMENT OF AGRICULTURE

1. SCOPE OF FAIRS: The only fairs in which the Department of Agriculture can participate on the basis of this memorandum are "State, interstate and international fairs or expositions held within the United States."

2. FLOOR SPACE REQUIRED: The amount of floor space necessary for the installation of a car of such material is not less than 2500 and should approximate 3000 square feet, which should be in one undivided lot and within a substantial, well-lighted building with wood or other suitable flooring, where the exhibits shall be fully protected from all unfavorable weather conditions. No exhibits will be installed in tents or in open or unprotected space under grandstands or other structures. Send a sketch or blueprint of floor space and surrounding construction. If possible, send sketch or blueprint of grounds.

3. GOVERNMENT EXHIBITS FREE: Entrance to the space assigned to the Department's exhibits must be free to all who enter the fairgrounds. No admission fee shall be charged for entering the building in which the Government exhibits are located. No space allotted the Department shall be used by vendors of novelties, ice cream, soft drinks or by money-making concessions of any kind.

4. ELECTRIC CURRENT: Sufficient and suitable illumination to properly light the space allotted the Government exhibits at all times shall be supplied by the Fair Association.

5. DECORATIONS: The Fair officials should provide suitable decorations for the interior of the building, including space occupied by the Government exhibits and such decorations will be accepted by the Department, although it reserves the right to use additional banners and large flags.

6. SIGNS: Signs to direct the visiting public to that part of the grounds or to the building in which the Government exhibits are located, should be provided by the Fair Management.

7. JANITOR SERVICE: It is agreed that janitor service necessary for keeping the space occupied by the Government exhibits in a clean and attractive condition shall be provided by the Fair Management at its cost.

8. WATCHMEN: The Fair Management will be required to furnish without charge necessary police or watchmen to protect the exhibits, especially during the period of installation and dismantling, and also during such hours as it may be necessary to leave exhibits unattended by the Department's representatives.

9. STORAGE: The Fair Management will be expected to furnish suitable free storage space under cover in the fair grounds for the empty boxes and crates during the period of the fair.

10. LABOR AND DRAYAGE: When requested by the Department representatives the Fair Management will assist in securing on the most efficient and economical terms labor and drayage necessary for handling the exhibits to and from the cars and for the handling and storage of empty shipping boxes and crates, and to effect such arrangements as will make it possible to pay for such labor and drayage by government vouchers.

11. PASSES: The Fair Management is expected to supply the Circuit Leader and other representatives of the Department accompanying the exhibits with passes which will enable them to pass in and out of the fairgrounds at any time during the day or evening, without embarrassment. These men are in no sense concessionists, but are representatives of the Department selected to accompany and take charge of exhibits upon requests made by Fairs and should be so treated.

12. "OPEN" HOURS: The Department desires to comply as far as possible with the customs and wishes of the Fair Management in regard to the hours on duty of its employees. If the fairs are open evenings the Government exhibits will be open to the public from 10 a.m. to 10 p.m., unless local conditions make it necessary to consider and effect other arrangements.

By decision of the Secretary of Agriculture, the space, or building if wholly occupied by the Government exhibits, will be "closed" to the public on the Sabbath day.

13. RELEASING EXHIBITS: When requested to do so the Fair Management will be expected to grant prompt and unobstructed release of the Government exhibits from their buildings and grounds.

14. JUDGING: It is contrary to the policy of the Department to permit its employees connected with its exhibit work, including the Circuit Leaders, to serve as judges or on juries of award at Fairs.

Very truly yours,

John L. Cobbs, Jr.,
Chief of Division.

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